
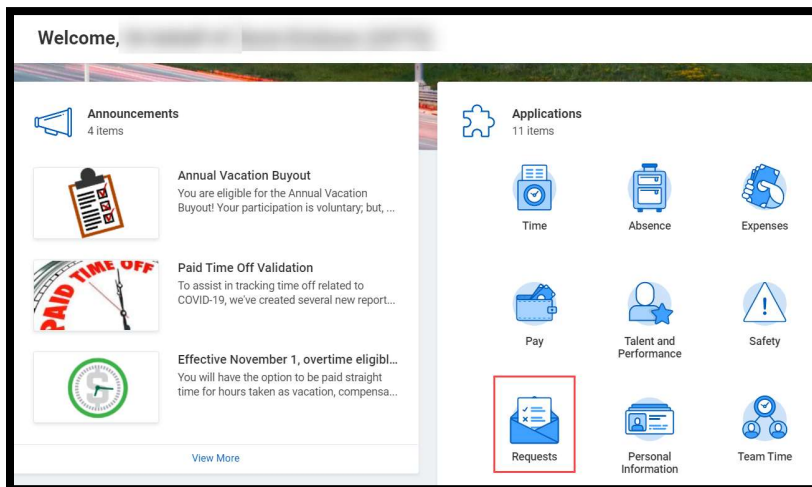
 **NOTE:** If the **worker requested** to end teleworking, please go to the section [Review Request by Employee to Stop Teleworking](#) on Page 3.

 **NOTE:** If you are requesting to end your own teleworking agreement, please refer to the **Request to End Teleworking – Employee** job aid.

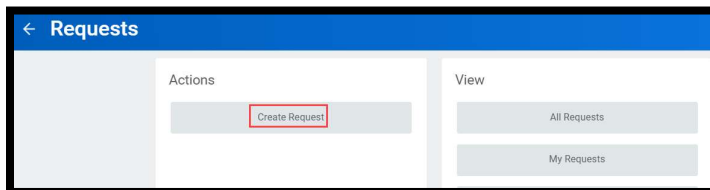
If you, as the manager, are completing the Request to End Teleworking on behalf of the employee, please complete Steps 1-13 below.

ENTER REQUEST TO END TELEWORKING FOR A DIRECT REPORT

1. From the Workday Home Page, click on the **Requests** worklet



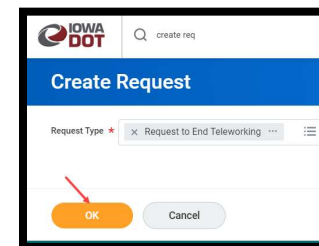
2. In the **Actions** column, click **Create Request**



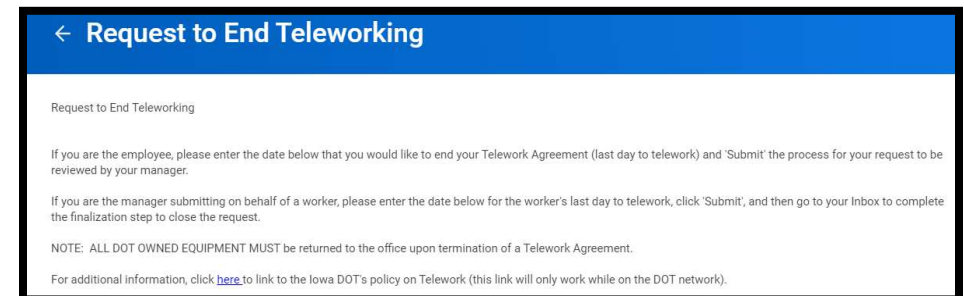
3. Type **end tele** in the **Request Type** box



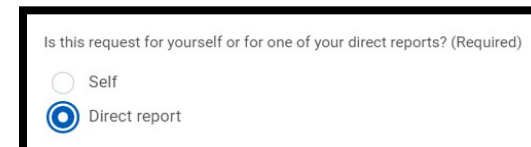
4. Click **OK**



5. Review the instructions



6. Select the **Direct Report** option.

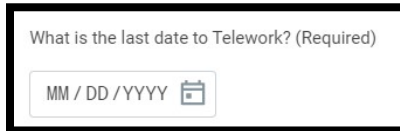


Request:

Request to End Teleworking – Manager

Manager

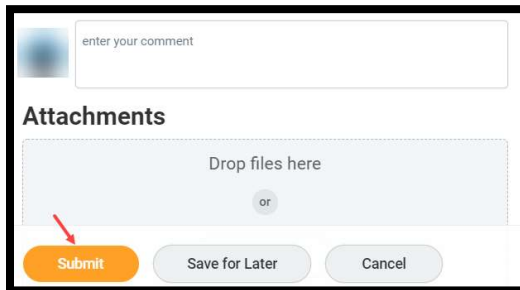
7. Enter the **LAST** day the employee will telework.



What is the last date to Telework? (Required)

MM / DD / YYYY

8. Click **Submit**



enter your comment

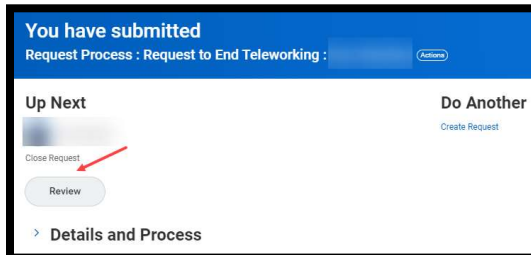
Attachments

Drop files here

or

Submit Save for Later Cancel

9. Click the **Review** button



You have submitted

Request Process : Request to End Teleworking : [Name] **Actions**

Up Next **Do Another**

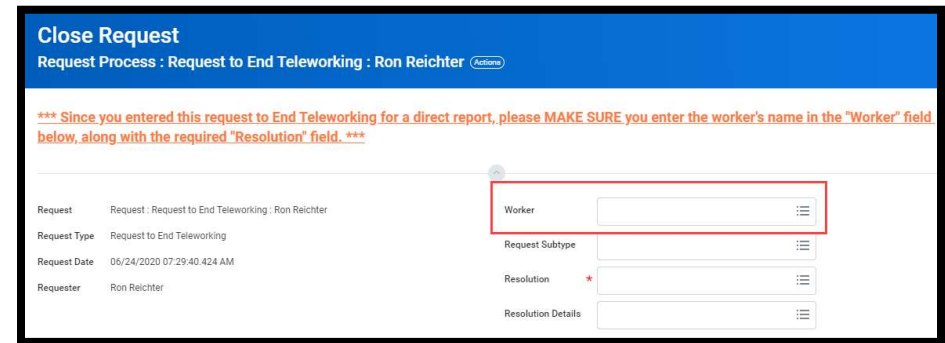
Close Request **Review** Create Request

> **Details and Process**

10. Enter the name of the **Worker**



Note: This field is not marked as **Required** but **MUST** be completed when you request to end teleworking on behalf of a direct report.



Close Request

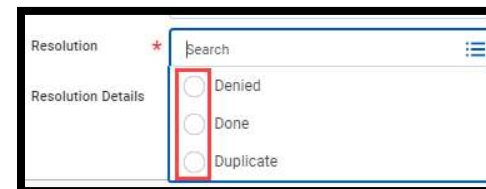
Request Process : Request to End Teleworking : Ron Reichter **Actions**

*** Since you entered this request to End Teleworking for a direct report, please MAKE SURE you enter the worker's name in the "Worker" field below, along with the required "Resolution" field. ***

Request	Request : Request to End Teleworking : Ron Reichter	Worker	<input type="text"/>
Request Type	Request to End Teleworking	Request Subtype	<input type="text"/>
Request Date	06/24/2020 07:29:40.424 AM	Resolution *	<input type="text"/>
Requester	Ron Reichter	Resolution Details	<input type="text"/>

11. Click in the **Resolution** box and chose an option

- a. **Denied** indicating the worker should continue teleworking
- b. **Done** approving the request
- c. **Duplicate** indicating the Request has already been submitted



Resolution *

Resolution Details

- ☐ Denied
- ☐ Done
- ☐ Duplicate

12. Click **Submit**

13. The employee will be notified of your decision via Workday Notification



Note: You will need to work with the employee to ensure all DOT owned equipment is returned.

REVIEW REQUEST BY EMPLOYEE TO END TELEWORKING

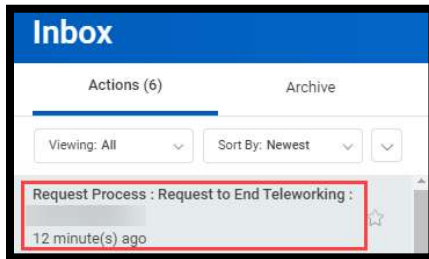


If you are reviewing a **Request to End Teleworking** made by the employee follow the steps below:

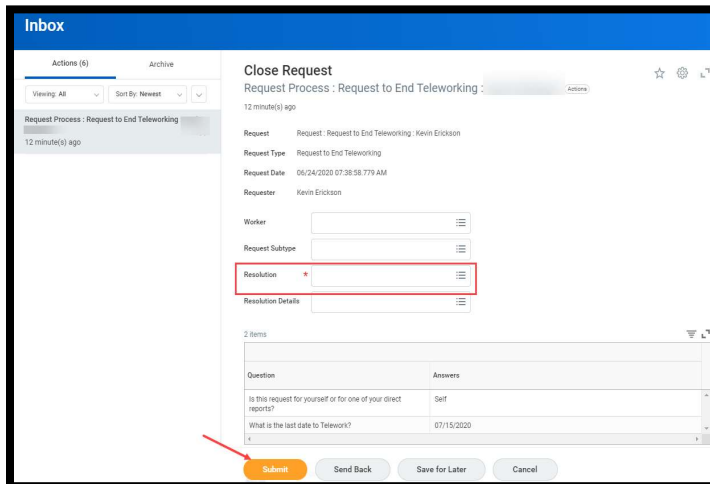
1. On your home page, click the **inbox** icon



2. Select the request from your **Actions** list

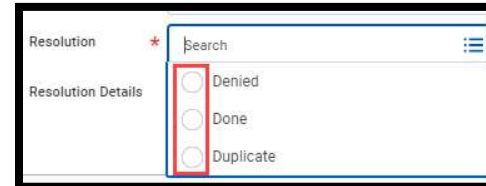


3. Review the information on the form



4. Click the **Resolution** box and choose an option

- a. **Denied** indicating the worker should continue teleworking
- b. **Done** approving the request
- c. **Duplicate** indicating the Request has already been submitted



5. All other fields can be left blank
6. Click submit **Submit**
7. The employee will be notified of your decision via Workday Notification



Note: You will need to work with the employee to ensure all DOT owned equipment is returned.